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ADMINISTRATIVE - INTERNAL USE ONLY

PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD ENDING  
03 May 1984 - 09 May 1984

I. Items or Events of Major Interest that Have Occurred  
During the Preceding Week

A. Agency Parking Permits: The permits have been completed and sent to the Space Maintenance and Facilities Branch, Headquarters Operations, Maintenance, and Engineering Division (HOME), on 8 May.

B. Digital Prepress Activities: The revised requirements paper for a digital prepress system has been completed in draft form and is being reviewed by the Digital Prepress Task Group. Division managers will meet next week to discuss the paper.

C. ETECS Renovations: The electrical work and raised flooring are nearly complete. The air handler is scheduled to be moved this coming weekend, 12-13 May.

D. Copier Management Activities: P&PD Copier Management Program (CMP) personnel met with representatives of Minolta and Royal to review their line of copiers in reference to unusual copying requirements from Office of Current Production and Analytic Support and Office of Research and Development. Minolta offers adjustment of size registration in tenths of percentages, a feature not found on other low volume copiers. This feature also allows variable reduction and enlargement. Royal is being evaluated for capability to enlarge without significant loss of resolution. These features will be evaluated against the capabilities of other copiers in use throughout the Agency before a decision will be made to initiate new vendor contracts.

CMP costs for FY84 are now projected to be about 15% higher than FY83. In a little more than seven months of FY84, 110 requests have been received in comparison to less than 100 for all of FY83.

E. Television Activities: As of this reporting period, 102 requests for TV production equipment have been reviewed by the P&PD-based Television Production Equipment Program. By

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comparison, only 61 requests were reviewed during the last 10 months of FY83 during which the program was in effect.

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G. Log Conference: Twenty P&PD employees will be attending the Log Conference on an overnight basis. On Monday, 13 additional employees will attend, and 12 others will attend the Tuesday session.

H. Headquarters Auditorium Painting: The Auditorium was painted on 3-5 May. Unfortunately, the shade of blue used on the walls is detrimental to video recordings, making the background very flat and gray-appearing. Repainting has been scheduled for 11 May, using what is known at ''TV Blue.''

II. Significant Events Anticipated During the Coming Week

None

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